



Natural Resources Conservation Service  
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Harrisburg, PA 17110-2993  
Phone No. 717-237-2100

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**June 26, 2007**

**PENNSYLVANIA BULLETIN NO: PA 330-7-5**

**SUBJECT: MGT – Plans of Work**

**Purpose.** To provide guidance for developing the State Business Plan and Plans of Work.

**Expiration Date:** October 1, 2007

**Background:** The Business Plan is the primary management tool used to guide State and Field Team operations. It identifies the milestones, actions, resources, and schedules that will be used to achieve the State's strategic goals, objectives, performance measure goals, and management initiatives. The Plan of Work from each member of the Leadership Team is instrumental in developing the State Business Plan.

**Explanation:** A Plan of Work will be developed by each member of the Leadership Team. The guidance provided from the State Conservationist to the Leadership Team will be used in developing each Plan of Work. Further guidance on creating Plans of Work and a template will be sent to the Leadership Team.

A Plan of Work should be developed by each Supervisory DC. Guidance will be provided from the Assistant State Conservationists for Field Operations by August 1, 2007. Further instructions will be forthcoming.

**Instructions:**

Use the document titled State Conservationist Priorities in conjunction with individual performance elements to draft the Plan of Work for your section.

**Action for Leadership Team**

Submit a Plan of Work to Craig Derickson by July 20.

**Action for Supervisory DC's**

Submit a Plan of Work to the ASTC for Field Operations for your area by August 30.

**Reminder to Supervisory DC's – Do not start your Plan of Work before August 1<sup>st</sup>.**

**Contact.** If you have any questions, contact Craig Aiello 717-237-2253.

/s/ Craig R. Derickson

CRAIG R. DERICKSON

State Conservationist

Attachment